

Professional and Managerial Branch
Fiscal and Financial Group
Budget Series

CAPITAL PROJECTS MANAGER

08/04 (AIS)

General Purpose

Under general direction, as a key Building and Planning Services staff executive, coordinate citywide execution of budgeted Capital Improvements Program (CIP) projects to ensure adherence to implementation and processing schedules.

Typical Duties

Provide overall project management of approved capital improvement projects to include verification of available funding for project scope changes or bid cost estimates. Involves: Collaborate with City financial and funding organizations to develop, modify and implement fiscal procedures that conform to accepted policies and standards. Review project proposals or plans to determine time requirements and allotment of available monies to various project phases. Schedule multi-year releases of funds in accordance with capital projects priorities, including oversight of journalizing charges to and balancing of financial accounts. Participate in negotiation of terms and administer grants and inter-agency agreements related to project funding. Maintain citywide database of capital projects and related information and monitor availability and expenditures of allocated revenues, grants and other funds. Review work progress for adherence to funding and completion requirements, and report deviations for remedial administrative action. Prepare activity reports and design website to provide status updates of approved capital projects, as required. Coordinate with City departments as necessary to monitor capital projects progress in all phases of development, to include scope, design, bid and construction. Assist in development of Program and Implementation Plans. Involves: Participate in creation of monitoring schedule for all cycles within the CIP, including design, bid and construction. Maintain facilities inventory that includes original construction date or latest major rehabilitation, condition, capacity and estimated value. Conduct benchmarking assessment to establish basis for facility condition evaluation or performance over time. Perform needs assessment in accordance with prescribed technical standards, and create and monitor a replacement schedule. Develop and document program policies and procedures to determine priorities. Analyze and provide recommendation alternatives to support need for new or substantially expanded facilities. Analyze and prepare reports on program and project performance. Provide support for planned initiation of approved projects such as researching availability of capital improvement funding sources and facility values.

Act for supervisor on day-to-day interdepartmental personnel and other general administrative matters, and establish, direct and control designated Building and Planning Services functions, as delegated. Involves: Serve on or chair committees and task forces to evaluate status and progress of current operations and services, recommend new or changes in long and short range plans, and identify and forecast needs for human, financial and physical resources. Meet with representatives, effectively defining, publishing and enforcing policies, methods and standards. Ensure internal and external complaints and suggestions are processed expeditiously and satisfactorily. Draft resolutions and other official documents. Ensure mutual compliance with performance terms and conditions of contracts and grants. Assist in property acquisition related to capital projects.

Supervise a small support group of assigned non-supervisory professional and administrative employees. Involves: Assign duties, issue written and oral instructions and check work for exactness, neatness, and conformance to policies and procedures, and fiscal practices. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances at first step. Recommend personnel status, organization structure and job design changes. Interview applicants.

Perform miscellaneous related managerial and administrative duties as required. Involves: Substitute as qualified for subordinates during temporary absences to maintain continuity of normal services. Conduct special studies. Serve on ad hoc committees and represent the City on various Boards as delegated. Attend meetings and make presentations to public officials and community groups to facilitate understanding of capital projects progress.

Knowledge, Abilities and Skills

- Comprehensive knowledge of public sector accounting and budgeting principles and standards.
- Good knowledge of municipal or comparable capital projects services and operations.
- Considerable knowledge of managerial, personnel and administrative practices and procedures.
- Good knowledge of automated financial management information systems.
- Good knowledge of customer service and safety programs.

- Ability to exercise initiative and resourcefulness to independently determine approaches and devise methods to attain general administrative goals of a department group within broad municipal policies.
- Ability to analyze numerous concrete and abstract factors, and exercise judgment in weighing suitability and effects of alternatives to make decisions or solve problems pertaining to non-engineering CIP administrative matters of considerable complexity under unusual circumstances.
- Ability to coordinate or engage in consolidating, preparing, presenting, implementing and controlling in depth multi-department operating and capital budgets, financial and economic analyses and reports, project funding schedules, related accounts and records, and administrative policies and procedures.
- Ability to establish and maintain effective working relationships involving persuasive dealings with fellow employees, executives, consultants, contractors, elected officials and the public, and firmly and impartially exercise supervisory authority over assigned subordinates.
- Skill in safe operation and care of motor vehicle, personal computer and peripherals including installed generic and specialized software.

Other Job Characteristics

- Occasionally drive automobile through city traffic.

Minimum Qualifications:

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business or Public Administration, Engineering, Architecture or related field, plus eight (8) years professional, managerial or administrative experience dealing with preparation and fiscal oversight of operating budgets or project management capital improvement and acquisition projects.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.

Special Requirements

- Subject to on-call during non-working hours.

Human Resources Director

Deputy Chief Administrative Officer